

# MOBILE FACILITY LOGBOOK AND INVENTORY RECORD

## GENERAL INSTRUCTIONS

1. **ORIGIN.** Logbook and Inventory Records shall be initiated by the configuration activity. CNAF Form 4790/51 shall be initiated and placed in Part I for the MF shell, air conditioner, frequency converter, and generators if shipped with the MF or MF complex.

2. **CUSTODY.** The MF Logbook and Inventory Record shall accompany the MF or be maintained in a central library at all times and shall be continuously maintained and updated. Any classified information shall be safeguarded in accordance with applicable security regulations. When an MF is transferred, the Logbook and Inventory Record shall be transferred with the MF.

3. **MAINTENANCE.** The Logbook and Inventory Record is maintained similar to an Aircraft Logbook and is in loose-leaf form. The full identification data and serial number shall be inserted on each form in the spaces provided to ensure ready identification when pages are removed for entries or any other reason.

The Logbook and Inventory Record is arranged in two parts. CNAF 4790/51 is filed in Part I. This form must be maintained for the MF shell, running gear, air conditioner, frequency converter, and generator. The Logbook and Inventory shall be kept neat and clean; all necessary entries shall be made under the supervision of the cognizant Maintenance Officer. Entries shall be printed in ink or typewritten, except where penciled entries are authorized.

The depot level maintenance activity shall, upon induction of the MF, screen the entire Logbook and Inventory Record for information pertinent to rework or rehabilitation and shall purge all entries not required as a permanent record.

4. **DISPOSITION.** The Logbook and Inventory Record for MF's stricken from the NAVY/MARINE CORPS list shall be disposed of in accordance with the following procedures:

a. **DESTROYED MF** - The Logbook and Inventory Record shall be disposed of locally after necessary investigation and preparation of required reports.

b. Logs and records of MF's and/or equipment which have been involved in an accident(s) resulting in death and/or injury to any person; and/or substantial damage to other than Government property, shall be retained for a period of one year by the operating activity (for defense to litigation action) and then forwarded to the Director, Washington National Records Center, General Services Administration, Washington, D. C. 20409.

5. **SIGNATURES.** All signatures required in the MF Logbook and Inventory Record and in associated forms and records shall be the personal signature of the person designated by cognizant Commanding Officers for this purpose. All signatures shall be written. Rubber stamp signatures are not authorized. This requirement is waived when a new MF Logbook and Inventory Record is initiated, or when old MF Logbooks and Inventory Records are consolidated.